



LOS ANGELES COUNTY COMMISSION ON HIV

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EXECUTIVE COMMITTEE MEETING MINUTES

April 28, 2014

Approved
10/27/2014

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Michael Johnson, Esq, <i>Co-Chair</i>	Mario Pérez, MPH	David Kelly, JD, MBA	Jane Nachazel
Ricky Rosales, <i>Co-Chair</i>	Jill Rotenberg	Rob Lester, MPP	James Stewart
Al Ballesteros, MBA	Terry Smith, MPA	Michael Pitkin	Craig Vincent-Jones, MHA
Aaron Fox, MPM	Richard Zaldivar		
Grissel Granados, MSW			
Joseph Green			DHSP STAFF
AJ King, MPH	MEMBERS ABSENT		None
Bradley Land	Fariba Younai, DDS		
Ted Liso/Douglas Lantis, MBA			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 4/28/2014
- 2) **Table:** Priorities, Planning and Allocations (PP&A) Committee, Work Plan, 2014

1. **CALL TO ORDER:** Mr. Rosales called the meeting to order at 2:00 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the Executive Committee meeting minutes, as presented (*Postponed*).
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** There were no comments.
6. **DIVISION OF HIV/STD PROGRAMS (DHSP) REPORT:**
 - Mr. Pérez reported he had received the Part A Notification of Grant Award that morning. There were increases to the supplemental, formula and MAI awards totaling \$1.5 million. No contingency reductions will be necessary.
 - The greatest increase was to the supplemental award which reflects the strength of the application. The formula award suggests the County has approximately the same HIV burden relative to other jurisdictions as last year.
- A. **Maximizing Part B Resources:**
 - Mr. Pérez requested adjusting the Part B allocation because the State has again changed its grant cycle. Historically, it has allocated resources on an April through March cycle even though the County fiscal cycle is July through June. It changed to a July through June cycle for one year, but returned to April through March starting in July 2013.
 - Prorated funding for July 2013 through March 2014 was \$6.3 million. Oral Health expansion is a key service supported by Part B. It is now providing services to approximately 9,900 PLWH, but expansion has still been slow in particular due to adding new providers. Consequently, expenditures are now anticipated to be \$5.3 million.
 - DHSP would like to add another eligible category. Residential is recommended because it has expenditures sufficient to maximize the \$1 million. Contracts and expenditures would not change. Expenditures would only be shifted from Net

Executive Committee Meeting Minutes

April 28, 2014

Page 2 of 5

County Cost (NCC) to Part B. The NCC term allows time to consider what services can best utilize those funds. Federal and State funding partners appreciate the need to shift funds due to circumstances.

- Mr. Vincent-Jones noted the Commission previously approved shifting Part B funds so long as NCC services to PLWH did not decline. The Commission now has authority for both prevention and care so the context has changed. It is valid to review all the service financial expenditure reports and vote at a later time, if desired.
- Mr. Land said Priorities, Planning and Allocations (PP&A) had discussed the causes for reduced Oral Health spending. They are valid. There is also a significant need for Residential services so he supported the recommendation.
- Mr. Vincent-Jones said Executive can act on behalf of the Commission, but does not need to do so. If Executive chooses to vote, he recommended discussing materials to present to the Commission to support the recommendation.
- ➡ Executive will provide a one-page memorandum to the Commission explaining the shift of \$1 million in expenditures from NCC to Part B as a bookkeeping measure to maximize funds that does not impact the availability of services.
- ➡ Mr. Pérez will report at the Commission on NCC services eligible to use the \$1 million in costs shifted to Part B.

B. Meningitis Update:

- Mr. Pérez reported one more case has been reported to the Department of Public Health (DPH) for a total of nine. A meningitis link on the DPH website includes a comprehensive one-page document on all cases. It notes comparative incidence over the last five years including for MSM as well as vaccination recommendations.
- The ninth case is doing well. The Asian MSM was diagnosed in the East San Gabriel Valley.
- Mr. Vincent-Jones asked about consequences for the celebrity who entered a hospital claiming meningitis, but was not infected and about coordination with the Long Beach Health Jurisdiction which is not following DPH recommendations.
- Mr. Pérez replied there have been many conversations between DPH and Dr. Mitchell Kushner, Health Officer, City of Long Beach, on DPH recommendations. To date, Dr. Kushner has chosen not to implement them.
- DPH has not spoken with the man who felt he had contracted meningitis. Some young people are extremely popular on social media. DPH hopes they use their popularity wisely to help educate their followers. Mr. Vincent-Jones noted Jeffrey King knows the person in question and might be able to help enlist him to use his presence well.
- Mr. Land asked how the County was addressing vaccination, e.g., via community events and forums. Mr. Pérez said DPH recommends vaccination for all HIV+ MSM and all MSM who exchange saliva or mucus or meet partners via electronic applications. All Ryan White provider Medical Directors have also been notified.
- Few providers have large amounts of vaccine on hand so DPH distributed 1,200 vaccines. Public health clinics offered extended hours up until the prior week. Demand has been lower than expected, but no one has been turned away.
- Patients were encouraged to access vaccine through private providers when feasible and health plans have been asked to include the vaccine as part of their coverage. The Department of Health Services is covering those in their system.
- DHSP is collecting provider data on whether patients are HIV+ or not and whether they receive Ryan White or other services. To date, 55% are HIV+. DHSP will bill Ryan White for their vaccines, but also want their partners vaccinated.
- DHSP has not asked providers about the race/ethnicity breakdown of those vaccinated to minimize provider burden. Vaccine uptake overall differs by race/ethnicity. The Medical Advisory Committee (MAC) just held its quarterly meeting. In future it could be helpful to ask whether adding age and race/ethnicity data to the vaccine log would be a burden.
- DHSP estimates approximately 8% of men, or about 400,000, in the County are MSM. Conservatively, 10% to 20% have been vaccinated. Approximately 10% of MSM are HIV+. It is easier to ensure their vaccination as they have health care.
- Mr. Smith reported an instance where a person called, told the provider he had insurance and was told he could come in, but the provider then refused to take his insurance. Mr. Pérez urged people to report such cases for follow-up.
- He added it is also important for PLWH to get a booster vaccine in approximately 12 weeks.
- Mr. Vincent-Jones asked if the vaccine recommendation was a standing one or just for this time period. Mr. Pérez said DHSP is discussing the timeframe for the recommendation internally. The decision will be made after comparing the number of cases in 2014 to the last five years. There are monthly seasonal variations so 12-month data is important.
- Mr. Land asked about follow-up with adjacent health departments. Mr. Pérez said DHSP contacted Riverside County in particular several weeks prior because of the planned White Party there. Information is being shared among counties.
- ➡ Mr. Pérez will provide an update on vaccination in various geographic areas.

7. CO-CHAIRS' REPORT:

- A. **Committee Work Plans:** PP&A's plan was offered as an example. All committees were urged to complete their plans.
- B. **Executive Committee Schedule: Day/Time:** Previous discussion considered moving the meeting back to provide more time for Commission preparation. No change will be made pending the result of other logistic improvements.

C. Commission Meeting Logistics:

1) Length/Seating:

- Mr. Vincent-Jones said there have been suggestions both to shorten and lengthen the meeting. He felt there was too much work to shorten the meeting. He noted colloquia are new and take considerable time. In addition, the Commission will be receiving more training going forward. Lunch would be served if meetings were lengthened.
- Mr. Zaldivar felt the meeting could be shortened by ensuring focused presentations. Mr. King said Executive could evaluate time efficiencies that do not harm content, e.g., often multiple people ask the same question. Mr. Pérez added that long meetings are not effective. Most of the public leaves after 12:15 pm.
- Mr. Johnson agreed Executive needs to evaluate the number of presentations and trainings for each Commission meeting. It is also important to remember that the meeting is the public's opportunity, sometimes its only opportunity, to interact with the Commission as well as hear information on some topics. Mr. Liso added Patricio Soza noticed Commission members did not always pay attention when the public spoke. Respect is important.
- Committee Co-Chairs were not seated at the head table at the last Commission due to circumstances, but Mr. Vincent-Jones felt that resulted in a helpful mixing of people around the table that supported mentoring.
- It was suggested that full Commissioners and their Alternates sit together, but Mr. Vincent-Jones said that was prohibited by County Counsel. A previous Commissioner complained it doubled the voice of a seat at the table.
- Mr. Stewart suggested Committee Co-Chairs report from the podium. That tends to result in shorter reports.
- ➡ Maintain Commission meeting length. Reduce head table placards to Commission Co-Chairs, the Parliamentarian and the Executive Director. Committee Co-Chairs will choose their seats at table and report from the podium.

D. Organizational Development Plan:

1) Planning and/or Leadership Retreat(s):

- Mr. Vincent- Jones noted Executive approved a motion for an Executive retreat. He asked if that was still desired.
- Mr. King felt progress was already being made and time could be better spent on the work itself.

MOTION #3: (King/Land): Cancel Executive Committee retreat (**Passed by Consensus**).

- E. Membership Mentoring:** Mr. Rosales said Executive members should continue to check in with their Alternates and other Commission members to encourage and support engagement.

8. EXECUTIVE DIRECTOR'S REPORT:

A. Report On Commission Budget FY 2014-2015:

- Mr. Vincent-Jones said his priorities are: HOPWA, Purchase Orders, staffing and the budget.
- HACLA had committed to provide 50 vouchers for the HOPWA grant, but they were not made available last year due to sequestration cuts. Those cuts did not occur this year so the 50 vouchers will again be made available.
- He expected to be able to present the Commission budget at the next meeting for review. It will be more complex than previously due to different resources and different Ryan White and CDC requirements. In addition, the Commission will be initiating a couple of services including a consumer education service likely to begin in July 2014.
- Mr. Kelly was concerned that a year into integration the Commission actually had one less person on staff. He suggested contracting if staff cannot be hired. Mr. Vincent-Jones replied Purchase Orders do include contract staff. He added the budget is often not the main obstacle to hiring staff in the County. Specific items have to be confirmed and then candidates found on those items. He has interviewed for three positions and not identified acceptable candidates.
- Mr. Pritkin suggested a temp services agency, but Mr. Vincent-Jones said a County Master contract is required first.

B. Report On Commission Engagement Plan:

- Mr. Vincent-Jones reported there have been three meetings with attendance declining over time. Mr. Rosales and Ms. Rotenberg were the only two people at the last meeting. Nevertheless, many disparate activities have been suggested.
- ➡ Mr. Vincent-Jones will bring a draft plan to the next Executive meeting.

C. Draft Commission Meeting Agenda:

- Mr. Vincent-Jones noted three main agenda items. DHSP will report on the Ryan White award and provide an update on Medical Care Coordination. Public Policy will host a panel on PrEP and bring forward its biomedical recommendations. Operations will also provide Conflict of Interest training. He noted he has been asked to limit presentations to two, but it is hard. Presentations are now already scheduled through September 2014.
- He considered a PrEP colloquium, but the subject is being presented as a Committee recommendation – not research.

Executive Committee Meeting Minutes

April 28, 2014

Page 4 of 5

- Colloquia are generally either before or after lunch, i.e., either at 9:30 am or 12:00 noon. There has been a problem with people leaving during morning presentations so he would like to try afternoon to see if the response is better.
- Mr. Land asked about the Purchase Orders and staffing. Mr. Vincent-Jones said he has done some basic work with the Executive Office, but the budget is necessary for context. He has also just received three new PP&A assignments.
- Mr. Land felt the Commission needed more PP&A training so it can understand the material going forward, but Mr. Vincent-Jones felt training should be delayed because the new process is still being developed.
- Ms. Granados asked why all colloquia are on research. Mr. Vincent-Jones said colloquia are planned through October, but going forward he proposed sub-series on special populations, research, social determinants and best practices. The research community may want more research, but that could be accommodated with all-day summits.
- Mr. King asked how colloquia were chosen. Mr. Vincent-Jones said the community has been encouraged to join the discussion, but has not done so. Most now are driven by outside circumstances, e.g., Youth Day. Mr. Smith said the Prevention Planning Committee asked for CHIPTS' suggestions and then selected subjects at the Executive Committee.

D. Commission Meeting Evaluation Plan:

- Mr. Vincent-Jones said Mr. King offered to help with surveys, but he encouraged someone not as busy to volunteer.
- Mr. Ballesteros felt evaluation at every meeting was excessive in light of other priorities and suggested every six months instead. Mr. Vincent-Jones felt evaluation at every meeting would not be a burden if a couple of people help. It would provide ongoing feedback on how Commission members are doing particularly during this transition.
- Mr. Smith felt evaluation was important, but suggested using community partners to help, e.g., CHIPTS.
- Mr. Lester supported evaluation, but cautioned that it would require more than an hour per month both for the evaluation itself and the analysis especially if qualitative response questions are used.
- Mr. Pérez supported feedback, but some has already been collected. He suggested multiple choice questions answered via clicker perhaps every three months. That would provide good feedback on how the Commission is connecting and if it is spending the right amount of time on the right agenda items. Mr. Vincent-Jones said clickers were being ordered.
- Mr. Lantis noted he has a strong background in quantitative analysis. It is hard to evaluate something unless the goal for the evaluation process is determined first. He recommended thinking about goals before creating questionnaires.
- Mr. Vincent-Jones will ask Uyen Kao, CHIPTS, if they can assist with the evaluations.
- Messrs. Lantis and Liso volunteered to assist with the evaluation plan.

9. STANDING COMMITTEE REPORTS:

A. Operations Committee:

- 1) **Policies and Procedures:** No comments were received on the four policies/procedures opened for public comment at the last Commission meeting so they will be brought forward for approval. They are: Federal Conflict of Interest, State Conflict of Interest, Consent Calendar and Consumer Compensation.
- 2) **Conflict of Interest Training:** Training may occur at the next Commission meeting. Training includes two sections with Mr. Vincent-Jones addressing the legislative background and Co-Chairs addressing policies/procedures. Mr. King will not be able to attend the next Commission meeting so the Co-Chairs section may be deferred.
- 3) **Renewal Membership Plan for 2014:**
 - Mr. King said the plan for Commission members with terms ending June 2014 was revised to reflect comments at the last Commission meeting. All Commission members whose terms are ending will be asked to complete a form indicating whether or not they want to renew. If they do not, they will be asked to complete an exit interview.
 - Commission members who want to renew must complete a renewal application. It is being developed by a work group. Excepting institutional seats, they may need to compete for their seats. Community members may apply using the July 2013 application. Applications are kept one year so those who applied in 2013 must re-apply.
- 4) **Membership Nominations:** Edd Cockrell, Health Department, City of Pasadena, was interviewed that morning. A new, streamlined process was used and it worked well. His application will be considered with those for the next term.

B. Priorities, Planning and Allocations (PP&A) Committee:

- Mr. Land reported PP&A completed their Work Plan. He noted PP&A has begun work on the Comprehensive HIV Plan.
 - Mr. Ballesteros, Co-Chair, will be on sabbatical from June through September 2014. Mr. Land may need assistance from the Commission Co-Chairs during that time though he felt PP&A is a strong Committee so problems should be minimal.
- 1) **2015 Priority- and Allocation-Setting (P-and-A) Process:**
 - The P-and-A process has begun. Commission member support pledge forms will be in the Commission packet.

Executive Committee Meeting Minutes

April 28, 2014

Page 5 of 5

- PP&A will present results of each step to the Commission for review and approval starting with selection of the Paradigms and Operating Values in May for presentation in June 2014.
- The process will be more complex this year since it will include both prevention and care.

C. Public Policy Committee:

- Mr. Land said the 1115 Waiver is due for renewal. State discussions have begun and include addressing the ACA more comprehensively. He suggested the Commission could use the opportunity to improve flexibility for PLWH services.
 - Mr. Fox agreed there were problems with the last 1115 Waiver. Low Income Health Programs did not take PLWH into account, but that was later addressed. This time, the State Office of AIDS (OA) is on the Department of Health Care Services (DHCS) stakeholder committee. DHCS negotiates the 1115 Waiver with the Federal government. OA is also accepting community comments so Mr. Fox did not expect to see the same kinds of problems that arose last time.
 - ➡ Mr. Land will forward a bill that restricts physician prescription of pain medication to Mr. Fox for Public Policy review.
- 1) **2014 Policy Agenda:** The Committee will review the Agenda to allay confusion reflected at the last Commission.
 - 2) **2014 Legislative Docket:** The Committee will review the Docket in light of comments at the last Commission.
 - 3) **Presentation of PrEP Position:** There will be a PrEP panel with accompanying paper at the next Commission.

D. Standards and Best Practices (SBP) Committee:

Ms. Granados reported SBP is developing its Work Plan. A key focus will be incorporating prevention into the Standards of Care.

- 1) **Population-Specific Guidelines Format:** A Guidelines Commission presentation is planned for May.
- 2) **Update on Social Determinants Framework:** A Social Determinants Commission presentation is planned for June.

10. CAUCUS REPORTS:

- Mr. Liso said the Consumer Caucus met after the Commission. Consumer education services and stipends were discussed.
- Mr. Land noted public testimony was received on a non-Ryan White provider issue. Mr. Johnson added the Caucus could not respond as Commission members per se as it lacks authority, but assisted the person as citizens to file a grievance.
- Mr. Vincent-Jones reported the Transgender Caucus is small, but active. It has developed its Work Plan.
- Ms. Granados distributed an email for the Youth Work Group and Dawn McClendon is working to schedule a meeting.

11. 2014 EXECUTIVE COMMITTEE WORK PLAN:

Messrs. Johnson and Rosales are developing a draft for Executive to review.

12. NEXT STEPS:

There was no additional discussion.

13. ANNOUNCEMENTS:

- Mr. Fox asked about the Commission protocol for recognizing exceptional service. Mr. Vincent-Jones said there is a Board process to obtain a proclamation. The Commission has also presented certificates of appreciation on occasion.
- Mr. Pritkin noted the Castro area of San Francisco had a trendy site that drew people in, e.g., with coffee and an art gallery, while offering vaccines and other services. It was supported by multiple providers. Mr. Rosales said wellness centers for different population have been discussed for years. The County's geography complicates such efforts.

14. ADJOURNMENT:

The meeting adjourned at 3:55 pm.